

# **Procurement Phase - IT Projects**

## **Phase, Task & Ownership Outline**

### **Phase/Task/Ownership**

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#### **1. Initiation – Agency Sponsor and Project Manager**

- 1.1 Determine Leadership/Oversight – Person or Team
- 1.2 Assess Need for 3<sup>rd</sup> Party Consulting Assistance – Solicitation Development
- 1.3 Determine/Document Solicitation Scope (Hardware, Software &/or Services)
- 1.4 Determine Solicitation Approach (RFI, SAS, RFQ, RFP/Bid)
- 1.5 Establish or Confirm Budget – Project and Solicitation Development
- 1.6 Determine Hosting Model (Internal or ASP)
- 1.7 Determine Major Timelines and Milestones
- 1.8 Identify Parameters or Restrictions - # of Contracts, Usage, Legislative, etc.
- 1.9 Select the Procurement Manager/Leader

#### **2. Organization - Agency Sponsor and Project Manager**

- 2.1 Assemble Working Level Team
- 2.2 Assign Roles & Responsibilities
- 2.3 Identify & Group Stakeholders
- 2.4 Develop Team Communication Plan/Process
- 2.5 Kick-off Meeting – Team & Office of Procurement Services (OPS) Buyer

#### **3. Research and Discovery – Project Manager and Procurement Team**

- 3.1 Consult 3<sup>rd</sup> Party Research – Gartner, etc.
- 3.2 Vendor Educational Sessions – (May Require Finance Approval)
- 3.4 Web Search for Solicitation Examples
- 3.5 Consult with Other States

#### **4. Develop Requirements – Project Manager and Procurement Team** **Functional Requirements by Program Need/Area**

##### **4.1 Functional and Technical Requirements**

- 4.1.1 Software Features & Functionality
- 4.1.2 Infrastructure and Architectural Requirements
- 4.1.3 Failover Requirements
- 4.1.4 System Performance and Scalability
- 4.1.5 Security
- 4.1.6 Navigation
- 4.1.7 System Management - Operations Support
- 4.1.8 Workflow
- 4.1.8 Query and Reporting

##### **4.2 Determine Data Conversion Requirements**

- 4.2.1 Cleansing
- 4.2.2 Synchronization

##### **4.3 Determine Implementation Strategy**

#### **4.4 Determine Interface & Integration Requirements**

- 4.4.1 Target Systems
- 4.4.2 Data to be Transmitted
- 4.4.3 Interface Requirements/Frequency
- 4.4.4 Type – Real-time, Batch, etc.
- 4.4.5 Level of Complexity

#### **4.5 Requirement Sign-off – Customer & Leadership**

### **5. Document Development – Project Manager and Procurement Team**

#### **5.1 Obtain/Use Latest Finance Template**

#### **5.2 Select a Model Solicitation(s) – Successful Implementation**

#### **5.3 Distribute Writing Assignments by Section**

#### **5.4 Develop Scoring Approach & Associated Forms**

#### **5.5 Develop/Assemble Initial Draft**

#### **5.5 Conduct Review/Revise Sessions**

- Working Level
- Leadership Team
- OPS Buyer
- Division of Administrative Support (DAS) Staff

#### **5.6 Finalize Document**

### **6. Solicitation Phase – OPS Buyer**

- 6.1 Agency's Administrative Area Initiates a Requisition
- 6.2 Final Solicitation Edits – OPS/Buyer
- 6.3 Release to Vendor Community – OPS Buyer
- 6.4 Conduct Vendors Conference – Optional
- 6.5 Respond to Vendor Questions – 2 Sets

### **7. Proposal Review – OPS Buyer & Proposal Evaluation Team**

#### **7.1 Identify Evaluation Team(s)**

- Technical Proposal
- Cost Scoring
- Reference Checks

#### **7.2 Sign Non-Disclosure Forms**

#### **7.3 Evaluation Team Kickoff Meeting**

### **8. Proposal Scoring – OPS Buyer & Proposal Evaluation Team**

- 8.1 Distribute Proposals & Review Team Ground Rules
- 8.2 Individual Read & Score
- 8.3 Conduct and Document Reference Checks
- 8.4 Conduct Consensus Scoring Session(s)
- 8.5 Conduct Cost Scoring Session(s)
- 8.6 Conduct Oral Presentations
- 8.7 Final Scoring and Vendor(s) Selection

### **9. Contract Negotiations – Agency Sponsor, OPS Buyer & Evaluation Team**

- 9.1 Determine Team Leader & Identify Negotiation Team
- 9.2 Prepare Negotiating Strategy - Team
- 9.3 Conduct Negotiation Session(s)
- 9.4 Develop Contract Draft
- 9.5 Conduct Contract Review/Revise Sessions

- 9.6 Final Contract – Review/Approve (Legal & Leadership)
- 9.7 Establish Contract in System – Buyer
- 9.8 OPS Establishes Trigger in eMARS for Vendor Compliance Feedback
- 9.9 Update Finance/COT Website – IT Contracts/Vendor List

**10. Contract Award & Vendor Notification – OPS Buyer**

**11. Contract Renewal Process – OPS Buyer, DAS, COT & Agency**

- 11.1 Solicit Feedback from Contract Owner/s – Renew, Renegotiate or Expire
- 11.2 Analyze Vendor Performance Feedback – eMARS Reports
- 11.3 Joint Decision – Renew, Renegotiate, Expire or Re-bid
- 11.4 Vendor Renegotiations – If Required
- 11.5 eMARS Transaction – Renew or Cancel
- 11.6 Update Finance/COT Webpage - IT Contracts/Vendor List
- 11.7 Vendor Notification by the Buyer - Renew, Expire or Re-bid